Portfolio Creation

Adobe InDesign CS5

Introduction

- This presentation is a step by step process on how to create a professional Combat Camera Portfolio in Adobe InDesign.
- There is not a maximum number of graphics you can present but the purpose of this portfolio is to present the best of...
- Throughout this presentation you will learn how to add pages, add buttons, link buttons to respective page and export images if needed.

Before Starting

- Create a folder Called 4612 Portfolio. In that folder create four subfolders labeled: Art, Illustrations, Layout and Design, Page Layout, and graphics.
- On the Combat Camera Management website click the the folder 4612 Portfolio instruction and template.
- Download the How to file and place it into the 4612 Portfolio folder you created.
- Click InDesign_portfoliographics and download the file to your 4612 portfolio folder.
- Click ComCam_logo and place in the graphics folder you created.

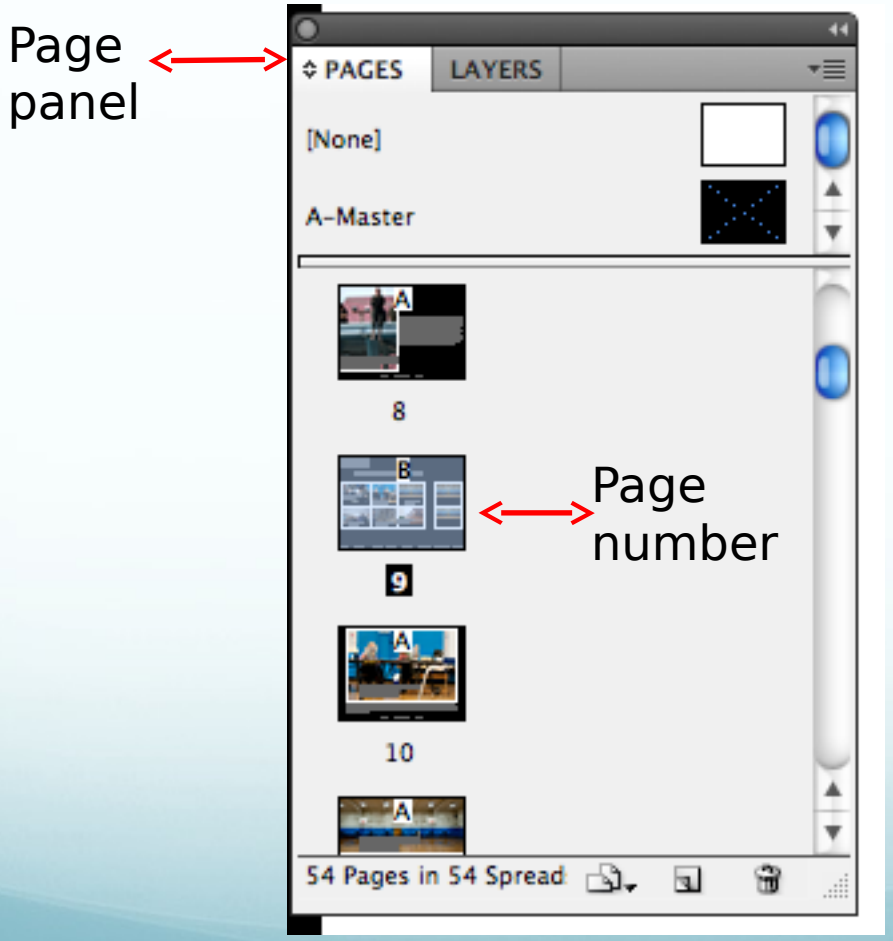
As you start you will notice many missing links and the videos will not play. As you insert your own photos and videos it will fix the links and will now work.

Getting Started

- Do not delete pages, blank pages will have the Combat Camera Logo
- This presentation will show you the basics on how to use InDesign in order to create your portfolio. If you are familiar with InDesign feel free to use shortcuts to create your portfolio.
- Double Click the InDesign file you saved named portfoliographics .
- You can click and open the html doc portfoliographics from the website folder 4612 Portfolio to see what the final outcome should basically look like.

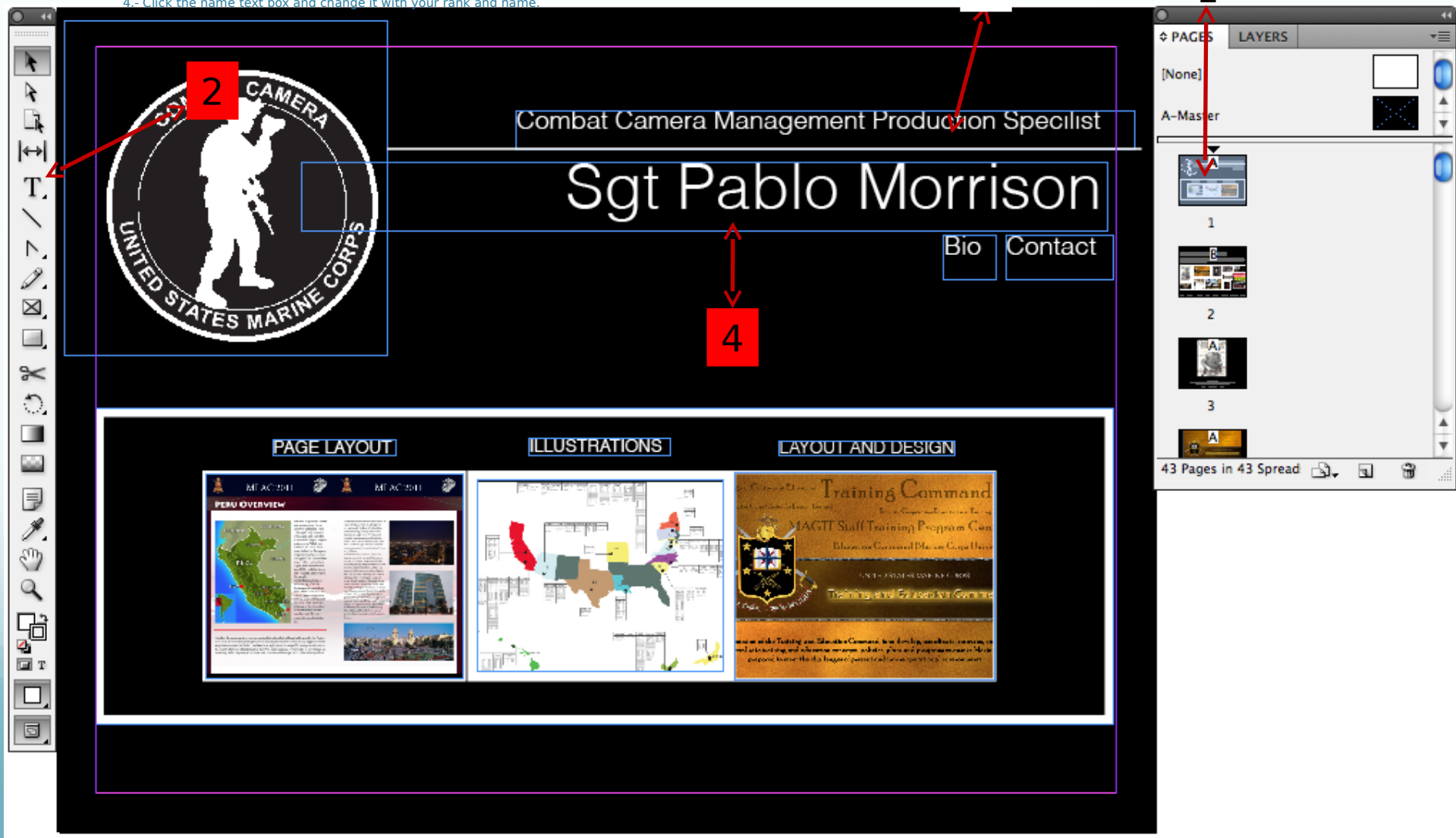
Navigation

- It is important to know which page you are working on. Select the page you want to work on by double clicking it in the pages panel.



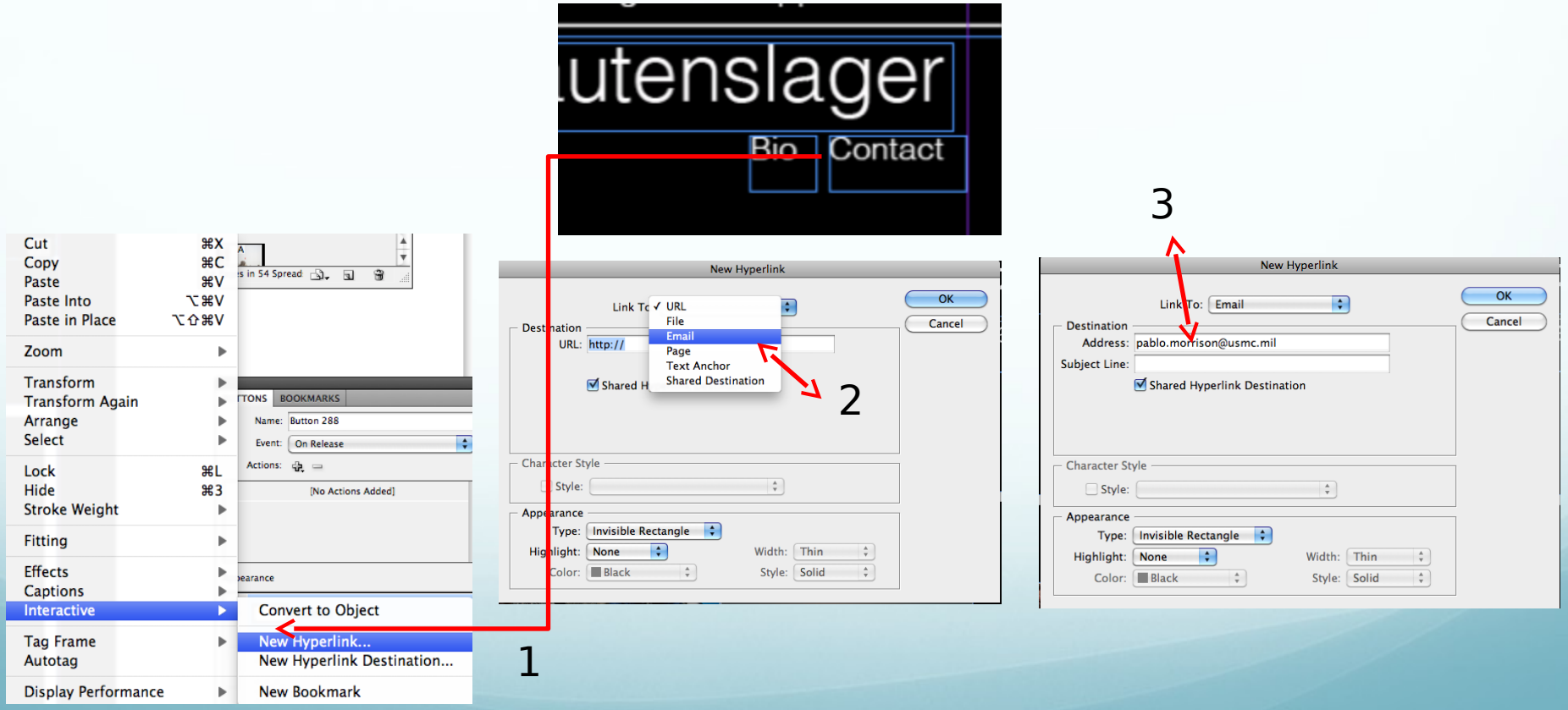
Step 1: Open the InDesign Document " portfoliographics".

Don't worry about missing links, your photos/grahics will replace the links
1.- Choose page number one by clicking on the 1st Page (HOME) on the pages panel.
2.- Select the type tool.
3.- Click the Unit text box and change it into your unit's name and billet.
4.- Click the name text box and change it with your rank and name.



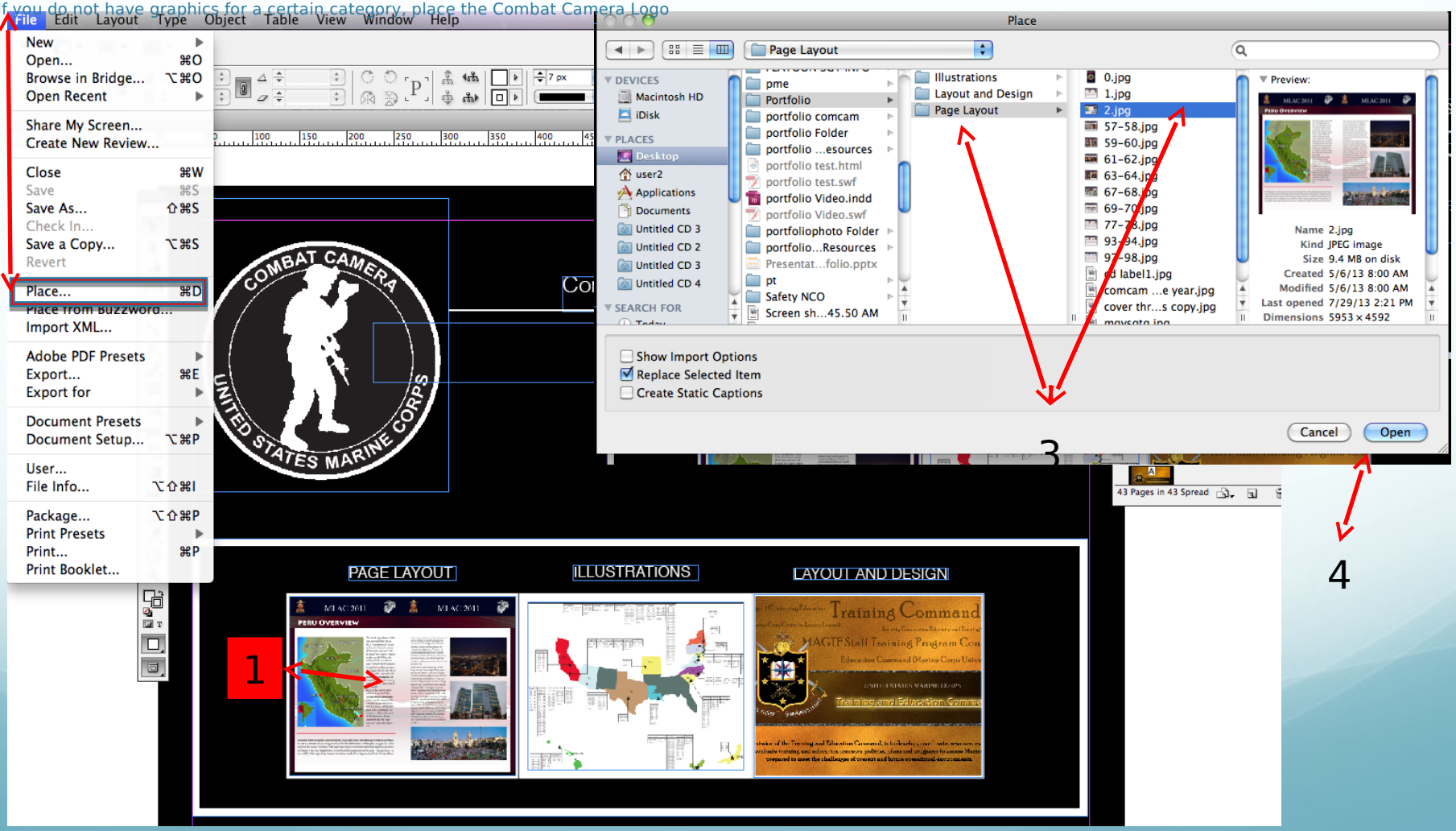
Step 1: Create access to your contact info

1.- Right click the text “contact” select Interactive>New hyperlink.
2. Choose email>OK
3.- Write your email>OK



Step 2: Place the graphic representing your category in Home Page.

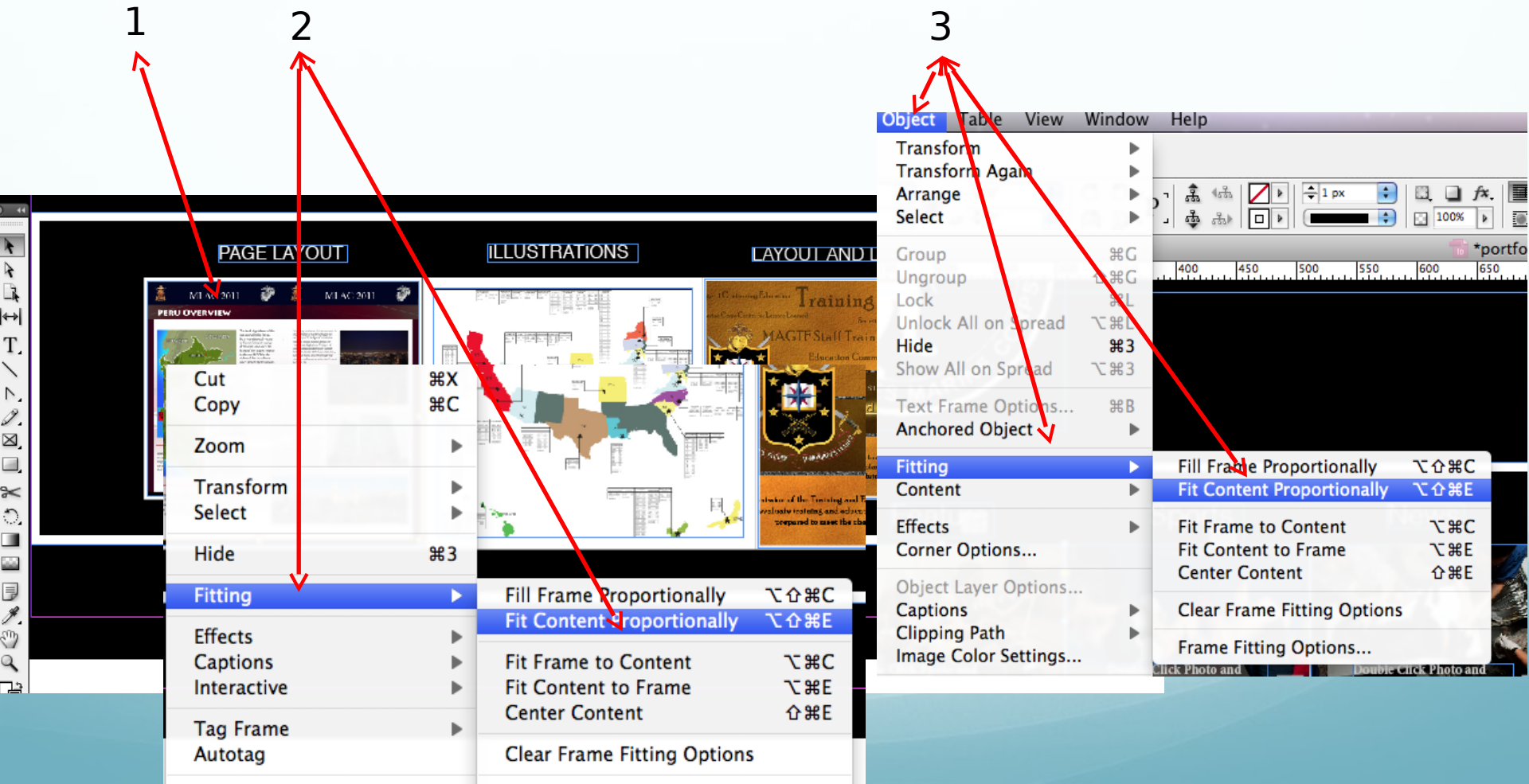
1. With the selection tool, double click the Page Layout Thumbnail.
2. Choose File>Place
3. Browse to your Page Layout folder and select the graphic you have chosen to represent your category.
4. Click open.
5. Repeat the process with all your categories. (Layout and Design, Illustrations.)
6. If you do not have graphics for a certain category, place the Combat Camera Logo



Step 3: Fitting Images

(Some of the Graphics might not need this step)

1. Double click the photo .
2. Right click the mouse and choose Fitting>Fit Content Proportionally.
3. OR go to Object>Fitting>Fit Content Proportionally



Step 4: Category Pages

1. Go to your desired category home page by clicking the page number in the pages panel
2. Double click each Graphic and repeat step 2, placing all your photos. (One in each box)
3. Fit the graphics as necessary.

Layout and Design
Layout and design is a master plan or blueprint of a printed or published work (such as an advertisement, book, magazine, newspaper, or web-site) that lays out the arrangement of its different graphic elements (such as body copy, colors, headlines, illustrations, scale). It establishes the overall appearance, relative importance, and relationships between the graphic elements to achieve a smooth flow of information (message) and eye movement for maximum effectiveness or impact
2
PAGES
LAYERS
[None]
A-Master
1
2
3
1
43 Pages in 43 Spread
THROUGH THE LENS
MARINE PHOTOGRAPHY AND ILLUSTRATIONS
Training Command
MACCS Staff Training Program Center
UNITED STATES MARINE CORPS
MANEUVERS BRANCH
COMBAT CAMERA
HONOR
COURAGE
COMMITMENT
My Values!
TIPS
COMBAT CAMERA
WE ARE LOOKING
CIVILIAN POLICE PROGRAM

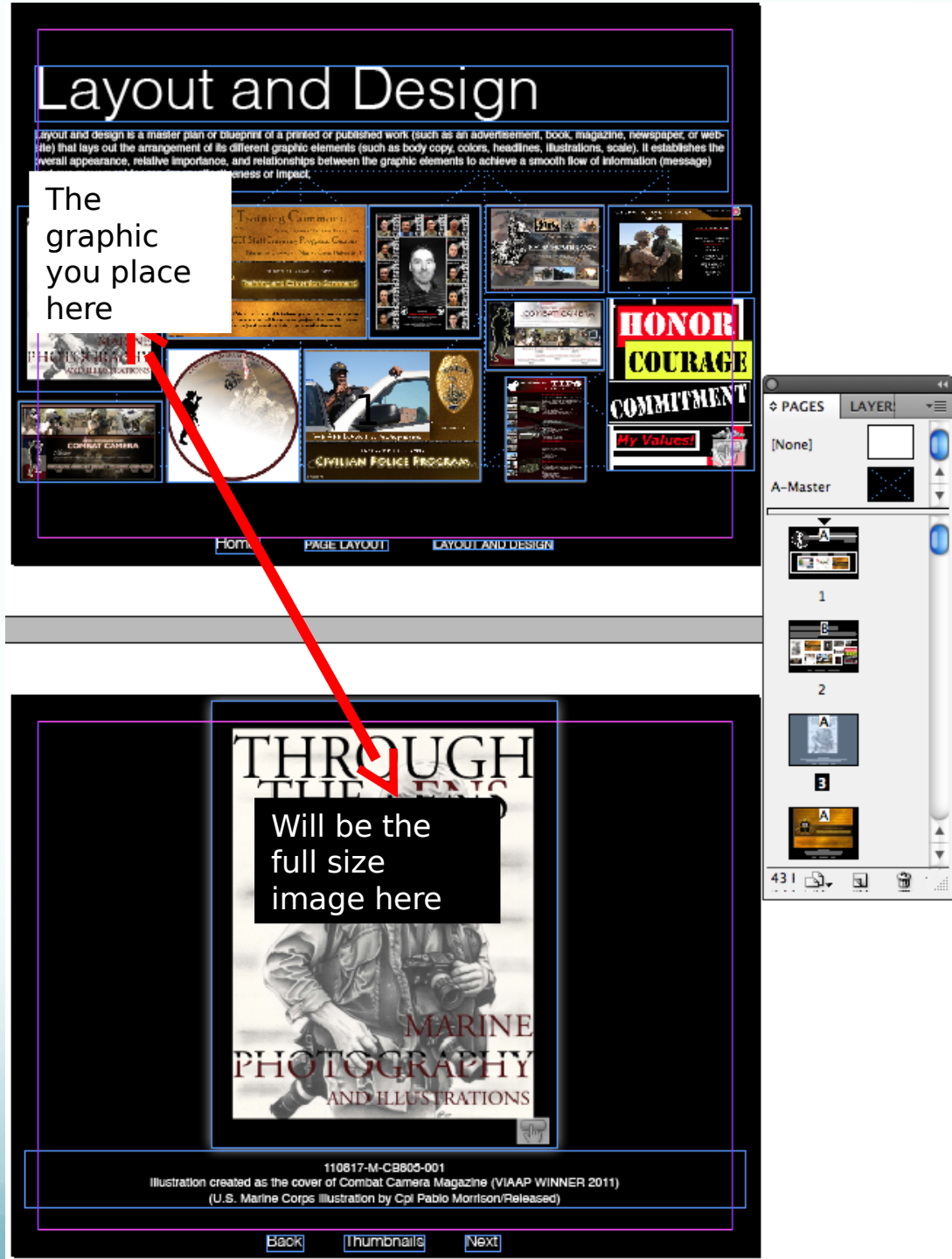
Thumbnails-

Ensure that thumbnails link to the corresponding page where the same graphic will be placed.

Example: “Through The Lens” is linked to page 3 where the full frame graphic is located.

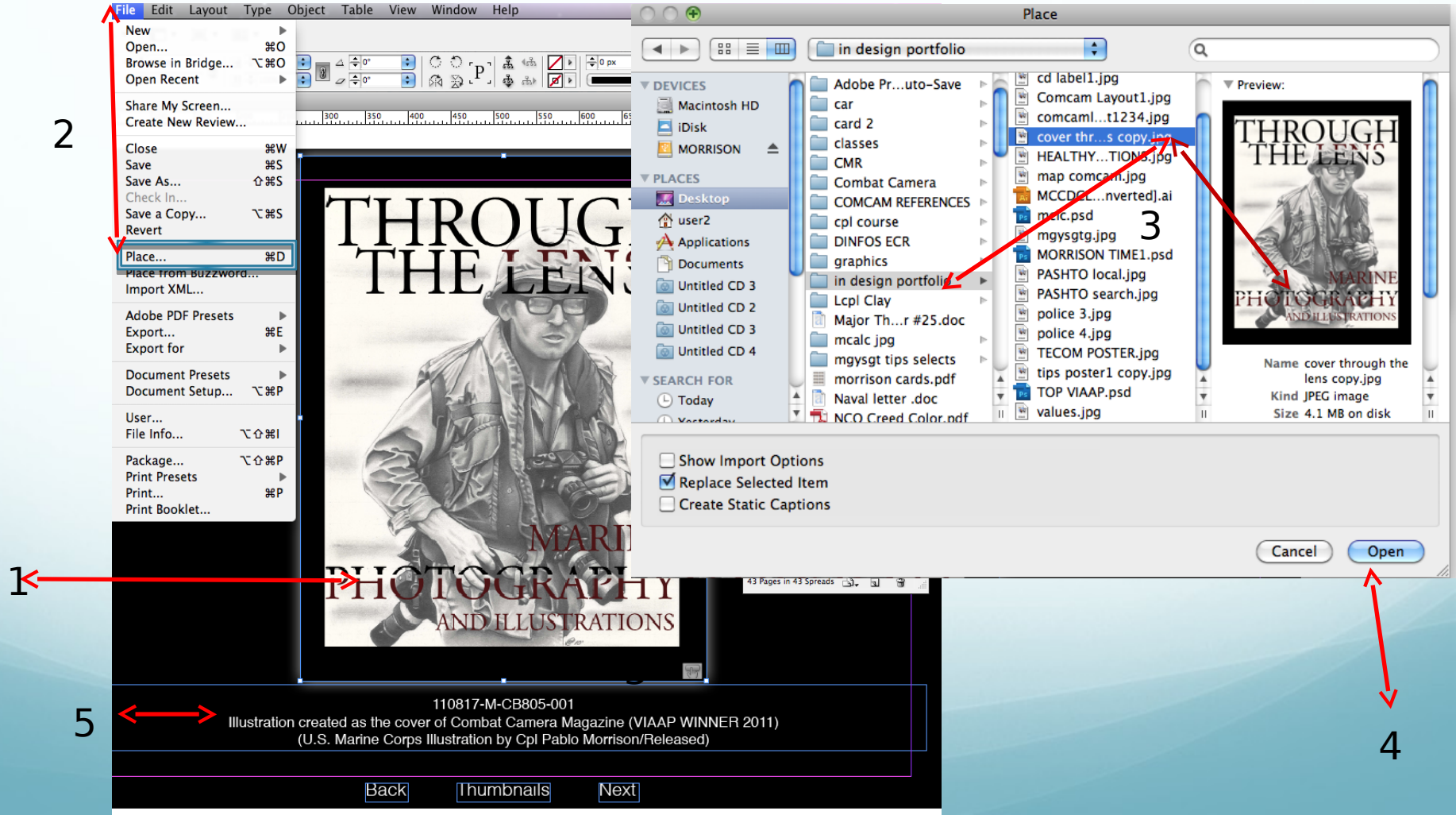
Do not change the order of the presentation.

See next slide..



Step 5: Placing full frame graphics for the categories.

1. With the selection tool, double click the photo.
2. Choose File>Place
3. Browse to your folder and select the same graphic pertaining to the thumbnail.
4. Click open
5. Select the text tool and write your caption below or next to the photo depending of it's placement.
6. Fit graphic as necessary



Step 6: Place photos for all other categories.

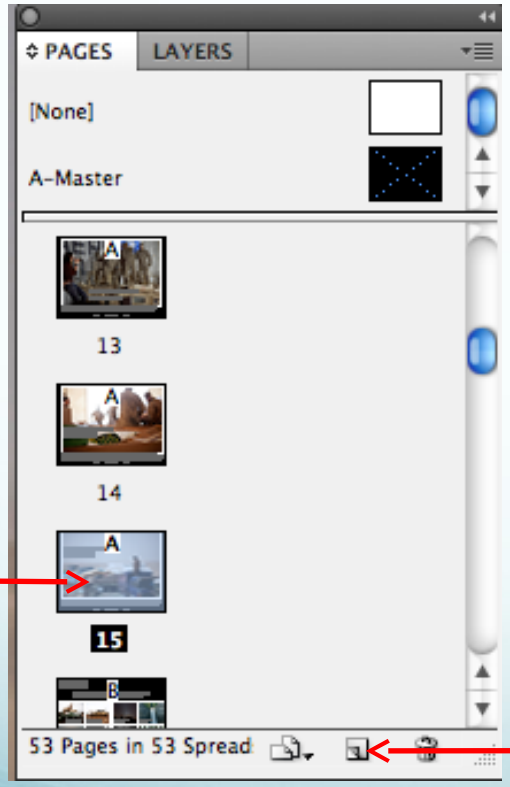
1. Repeat step 4 for all the category home pages
2. Repeat step 5 for all the full frame graphics representing your categories.
3. Fit graphics as necessary.
4. If you do not have any extra graphic per category you can skip to slide # 21

(Categories without graphics place a combat camera logo until you have something to put there)

Step 7: Add pages.

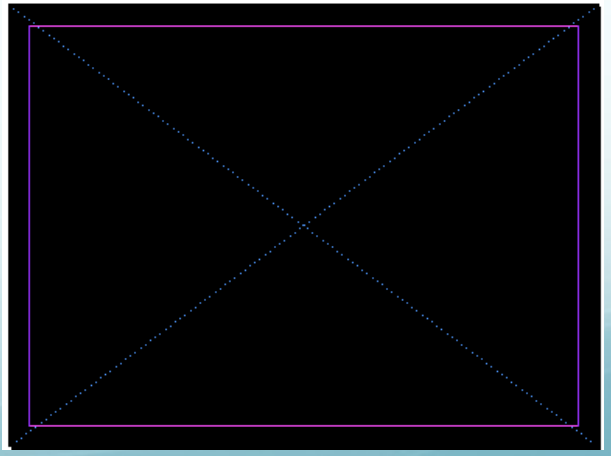
Depending on the quantity of graphics you wish to present you may have to add pages.

1.In the pages panel, double click the last page of the category you want to add your graphic. For example if your last Illustration graphic was in pg 15 and you need to add one graphic in your illustration category you will double click pg 15.
2. Click once the add pages icon in the pages panel.



1

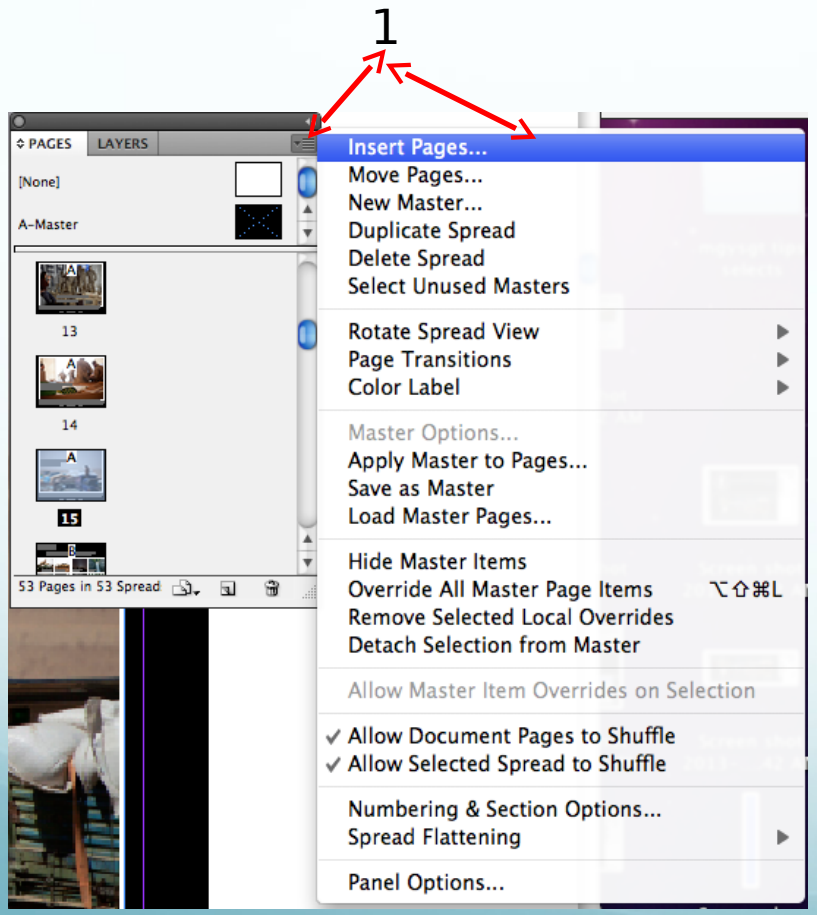
2

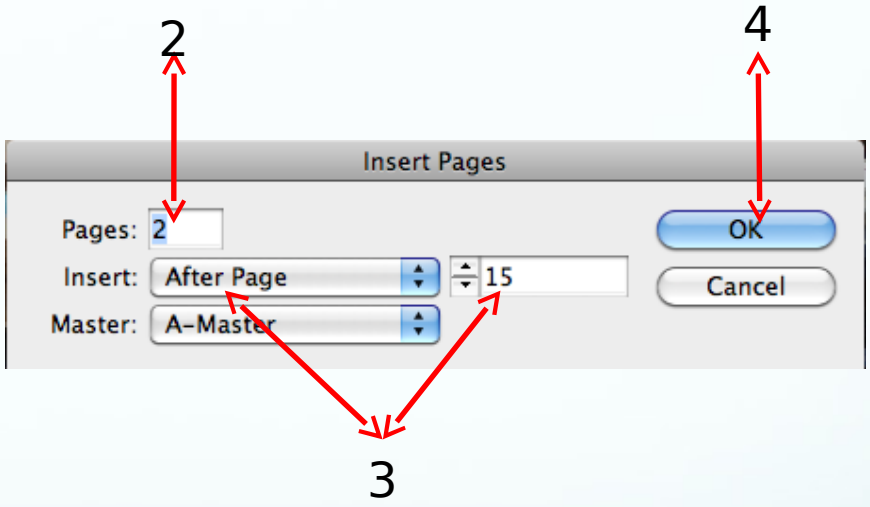


Step 7: Add pages continued…

If you have more than one graphic to add there is a faster way to add pages.
1. Click the drop down menu in your pages panel>insert pages.
2. Add the number of pages you want to add.
3. make sure “after page” is selected and the number of the page you want to add after.
4. Click ok.

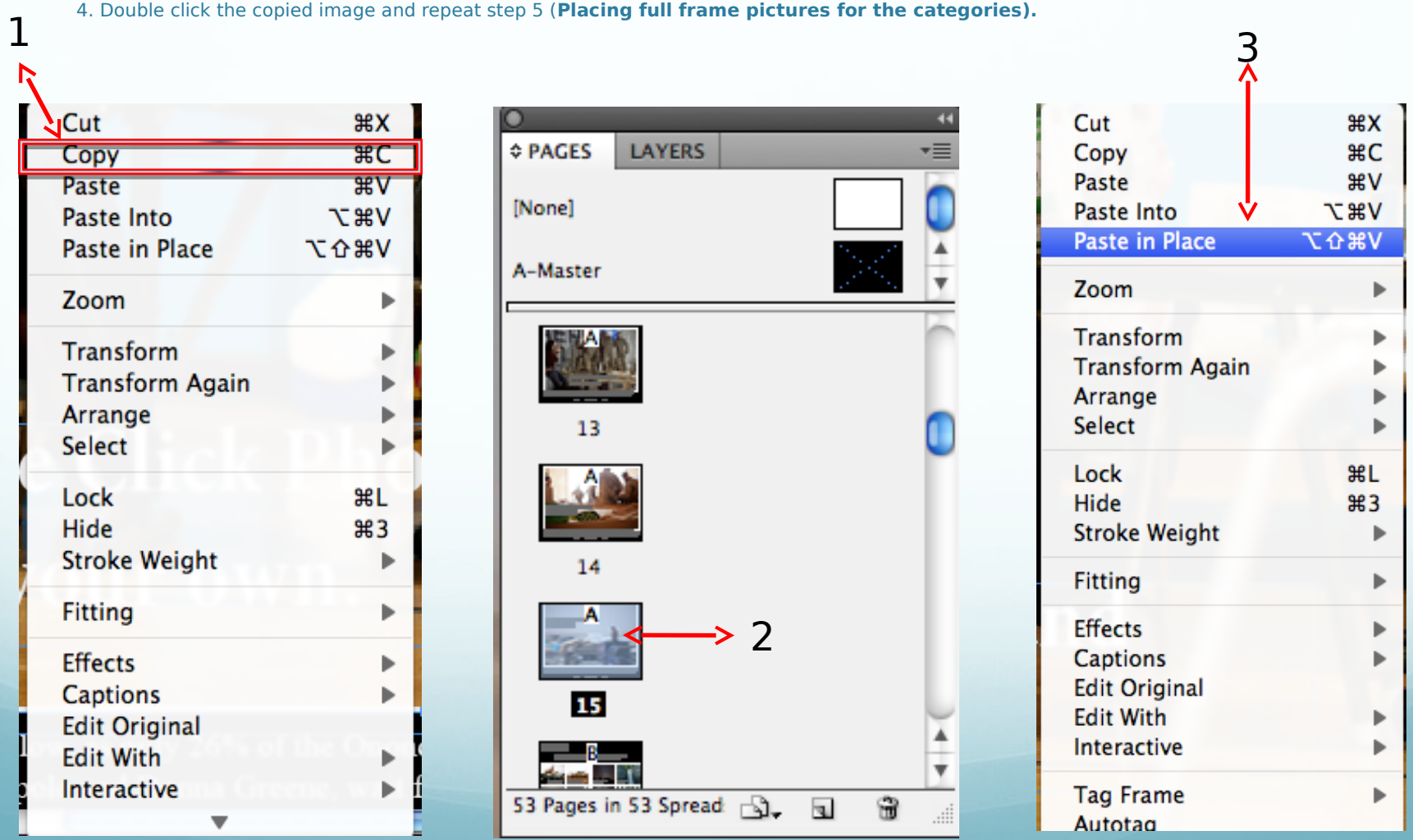
Repeat this step if you need to to the other categories





Step 8: Import Images.

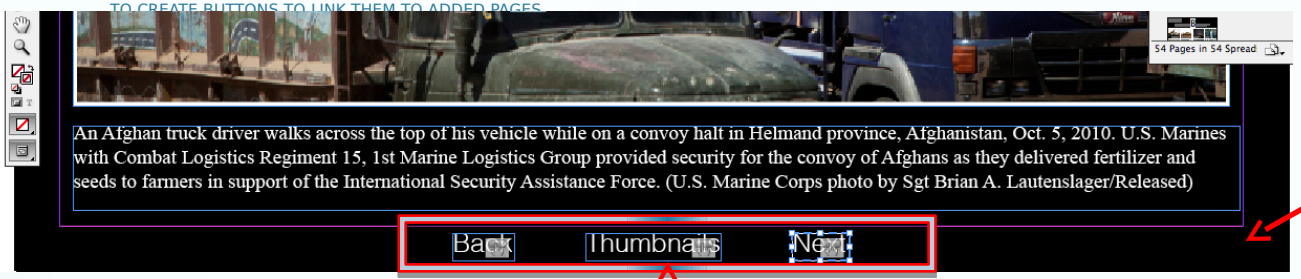
If you added pages that means that you have more graphics to present.
1. Copy the previous Image by right clicking the mouse>copy.
2. Go to the page you just created by double clicking it in your pages panel.
3. Paste the image by right clicking the mouse>paste in place.
4. Double click the copied image and repeat step 5 (**Placing full frame pictures for the categories).**



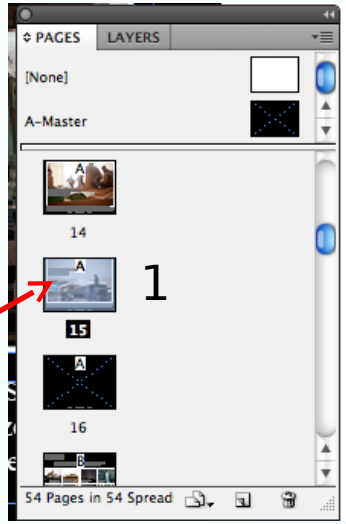
Step 8: Buttons

The buttons in this document are already in place, but if you added pages you will have to link them again to the correspondent pages.

TO CREATE BUTTONS TO LINK THEM TO ADDED PAGES

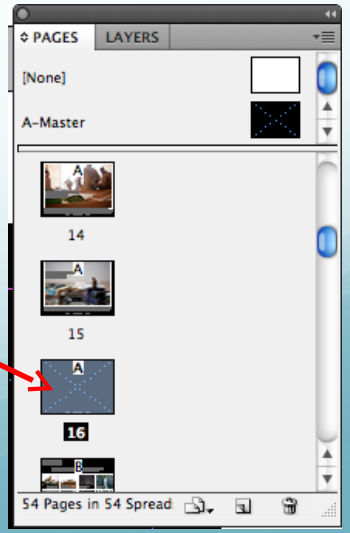

54 Pages in 54 Spread
An Afghan truck driver walks across the top of his vehicle while on a convoy halt in Helmand province, Afghanistan, Oct. 5, 2010. U.S. Marines with Combat Logistics Regiment 15, 1st Marine Logistics Group provided security for the convoy of Afghans as they delivered fertilizer and seeds to farmers in support of the International Security Assistance Force. (U.S. Marine Corps photo by Sgt Brian A. Lautenslager/Released)
Back
Thumbnails
Next

2



1

3

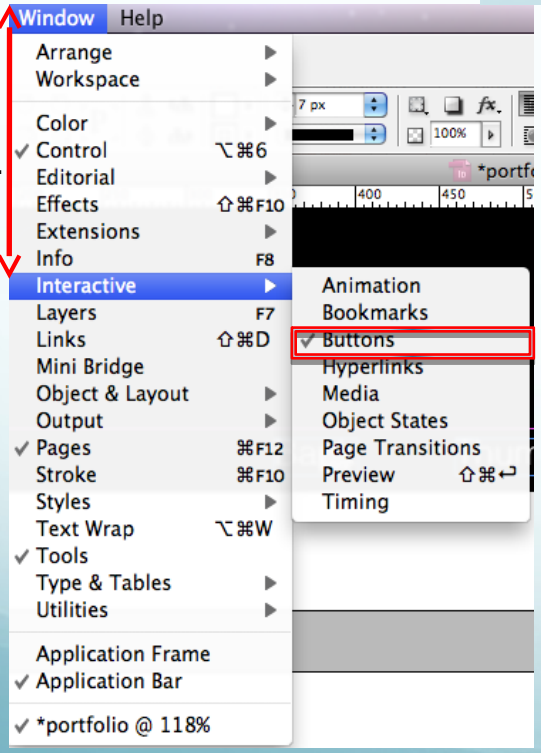


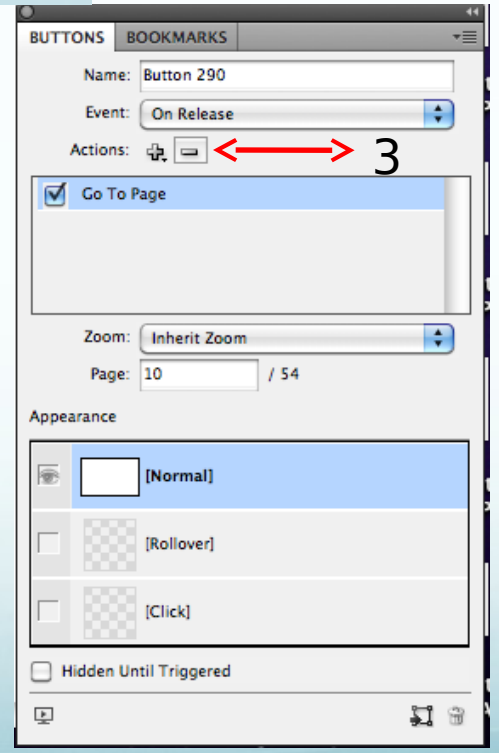
Step 8: Buttons continued…

1. Open the buttons panel by going to Window
2. Click the “NEXT” button.
3. With the next button selected; in the button
4. With the NEXT button selected add action by
(Repeat the process with all the new added pa

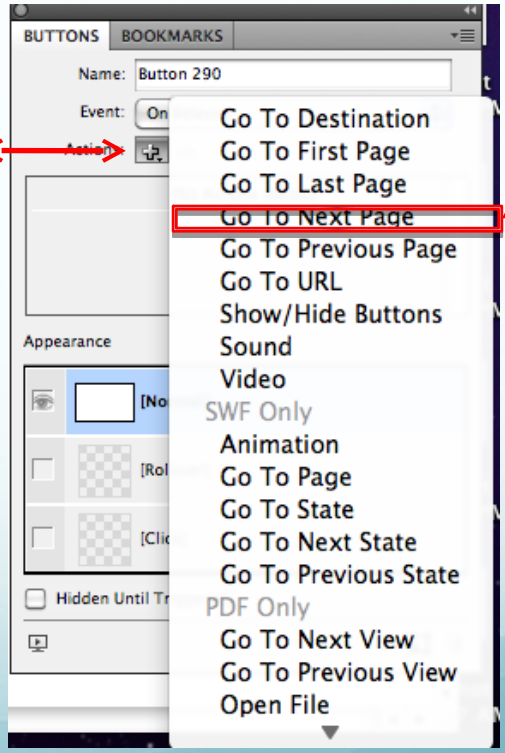
2

I by clicking the minus sign.
lext Page
age.)





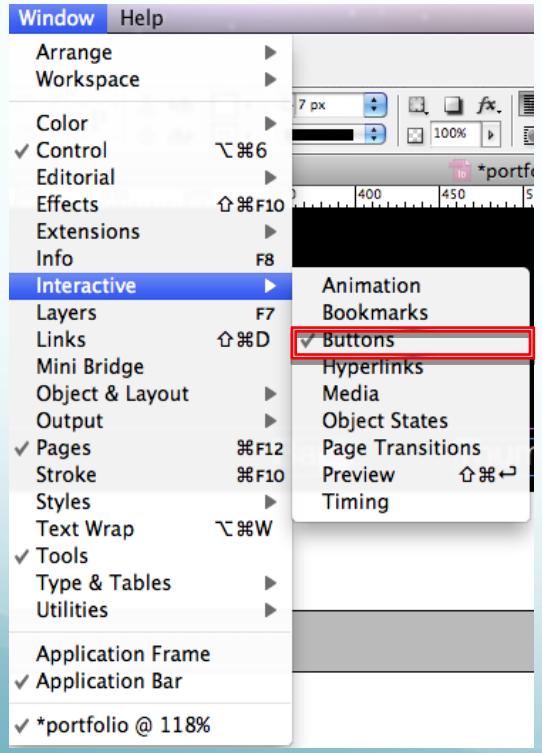
4

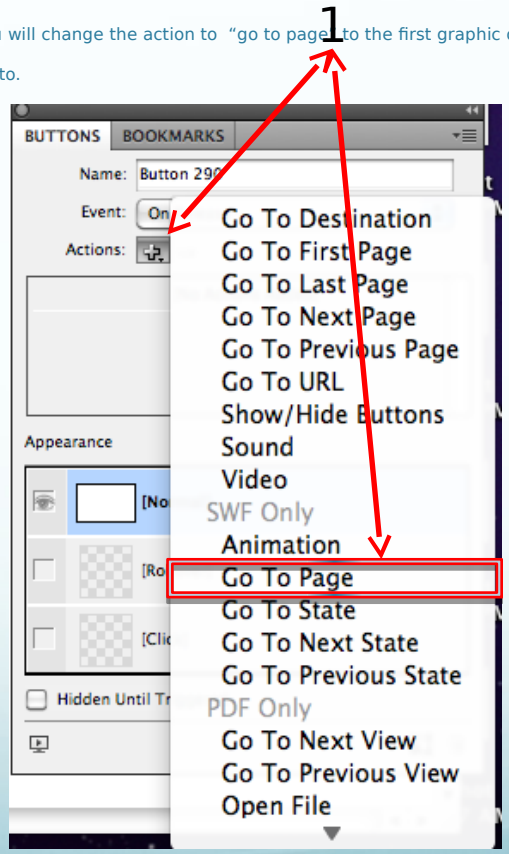


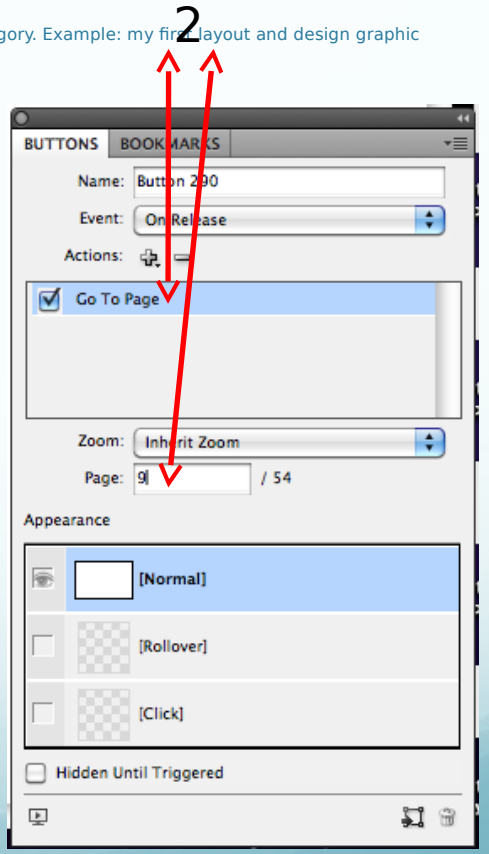
4

Step 8: Buttons continued...

To the last page of your recently added pages.
1. Repeat the steps in the previous slide except this time you will change the action to "go to page" to the first graphic of your category. Example: my first layout and design graphic starts in in pg 9.
2. Repeat this step to the rest of your categories if you need to.

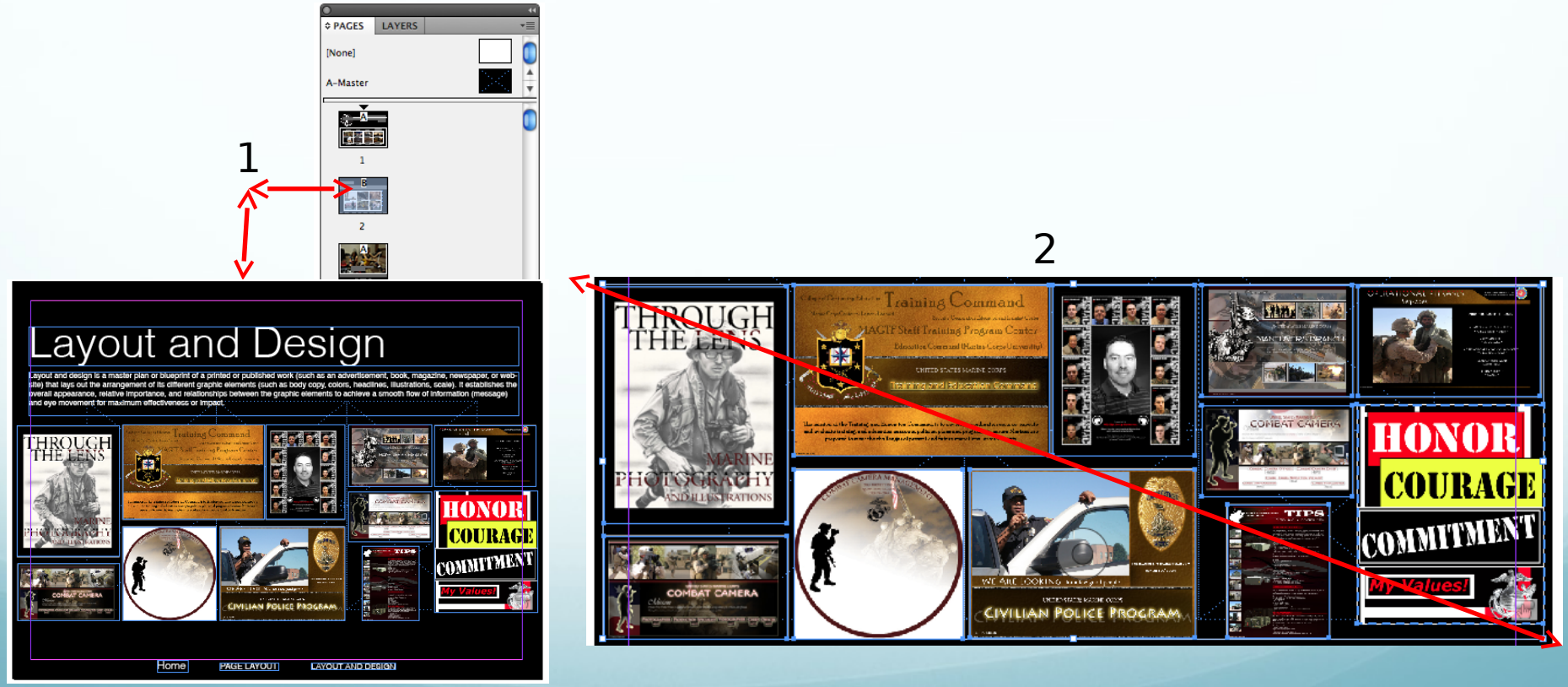






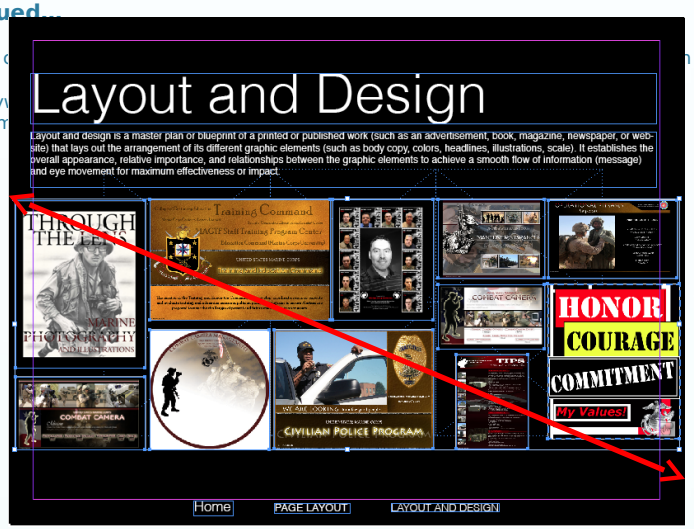
Step 9: Adding Thumbnails

If you added new pictures you have to create a thumbnail of them in your category home page.
1. Double click the category home page of your new added added.
2. Select all the thumbnails by clicking and dragging the mouse from corner to corner. (Out of Bounds)



Step 9: Adding Thumbnails continued...

3. From the corner of the selected thumbnails, c n proportion, ensure all the thumbnails are selected)
4. Fit proportionally
5. Copy one of the thumbnails and paste it anyw
6. Change the image of the copied thumbnail n


Layout and Design
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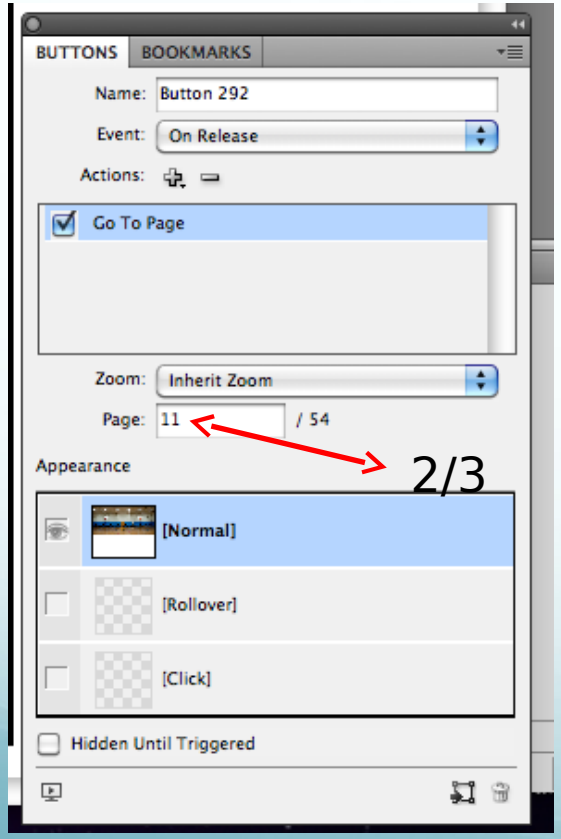
THROUGH THE LENS
MARINE PHOTOGRAPHY
Training Command
COMBAT CAMERA
CIVILIAN POLICE PROGRAM
HONOR
COURAGE
COMMITMENT
My Values!
Home
PAGE LAYOUT
LAYOUT AND DESIGN

3

5

Step 10: Linking your thumbnails to the respective pages

1. Select the new created thumbnail.
2. If the buttons panel is not visible go to window>interactive>buttons.
3. The new thumbnail will need to be linked to the new full frame picture you just added.
Example: the new full frame picture is now on page 11 so the thumbnail should link to page 11.
4. Do the same with all your added pictures/thumbnails.



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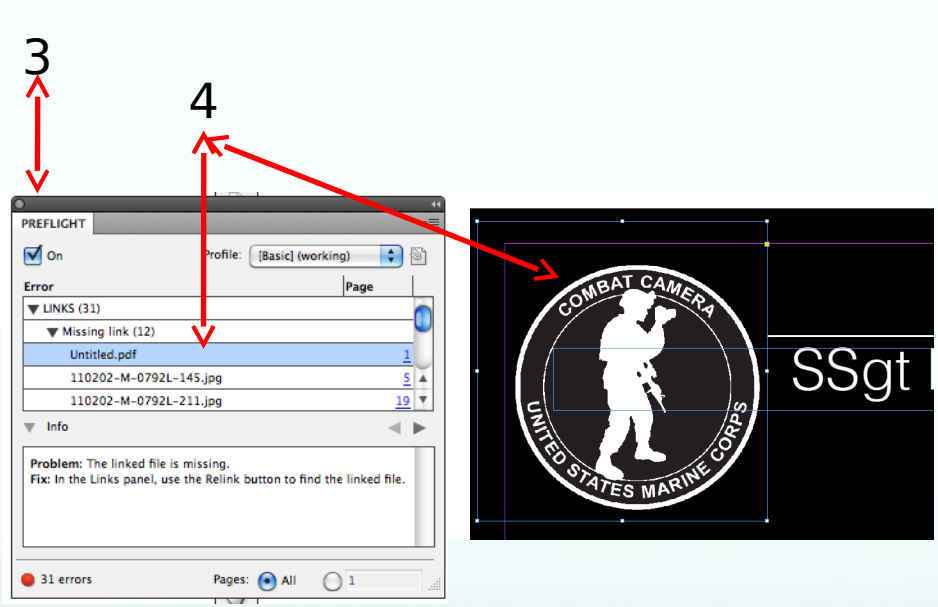
THROUGH THE LENS
HONOR
COURAGE
College of Continuing Education
Training Command
Marine Corps Center for Lessons Learned
Security Cooperation Education and Training Center
MAGTF Staff Training Program Center
Education Command (Marine Corps University)
UNITED STATES MARINE CORPS
Training and Education Command
TODAY'S STUDENT TOMORROW'S LEADER
The mission of the Training and Education Command, is to develop, coordinate, resource, execute and evaluate training and education concepts, policies, plans and programs to ensure Marines are prepared to meet the challenges of present and future operational environments.
110419-M-CB805-001
Illustration showing the Mission of Training and Education Command.
(U.S. Marine Corps Illustration by Cpl Pablo Morrison/Released
Back
Thumbnails
Next

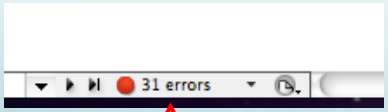
Step 10: Biography page.

1. Follow the format of the Biography page.

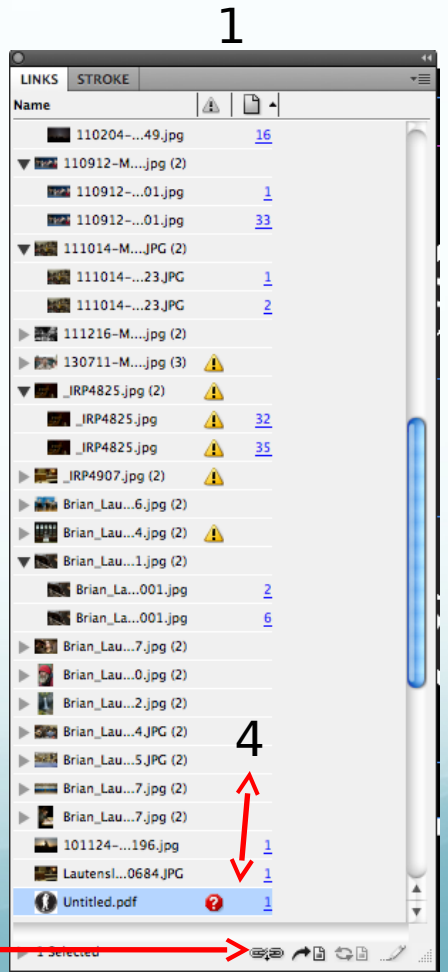
Step 11: Linking all your pictures.

1. Go to Window>Links to open the links panel.
2. Double click the left bottom corner of your document, you'll see a red dot specifying how may errors your document has.
3. A preflight menu will pop out.
4. Double click the first missing link. This will automatically select an image in your portfolio.
5. Click the relink button.





2



Step 11: Linking all your pictures continued…

6. Browse the folder that image is located, Select the image and click open.

This will link all the images pertaining to that link.

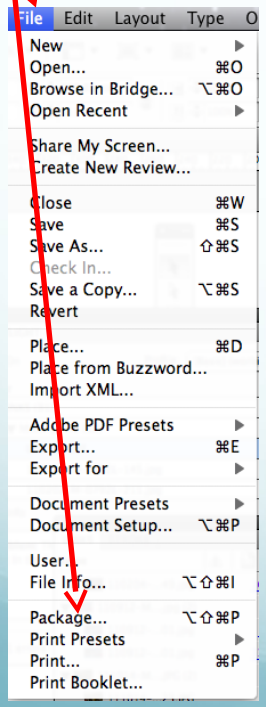
7. Repeat with all the missing links until there are not errors.

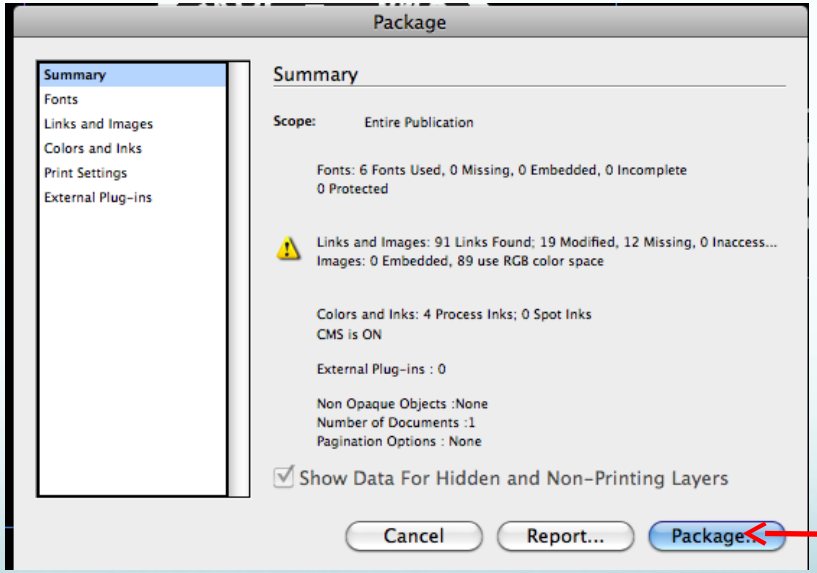
Step 12: Packaging.

1. Go to file>Package

2. Click Package.

1

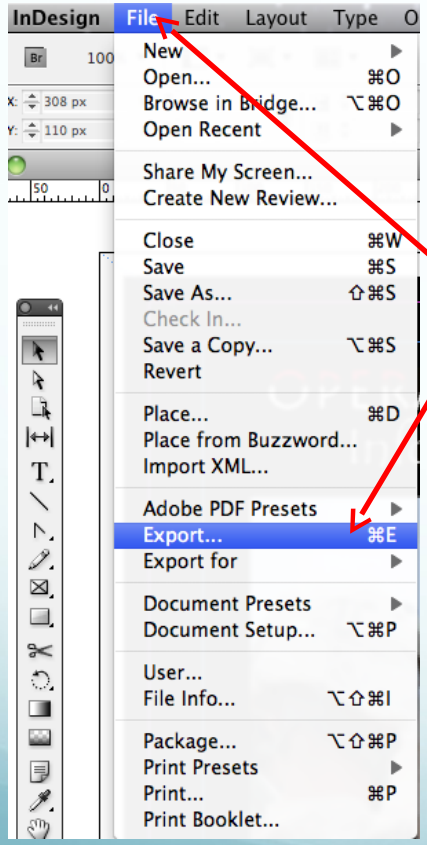


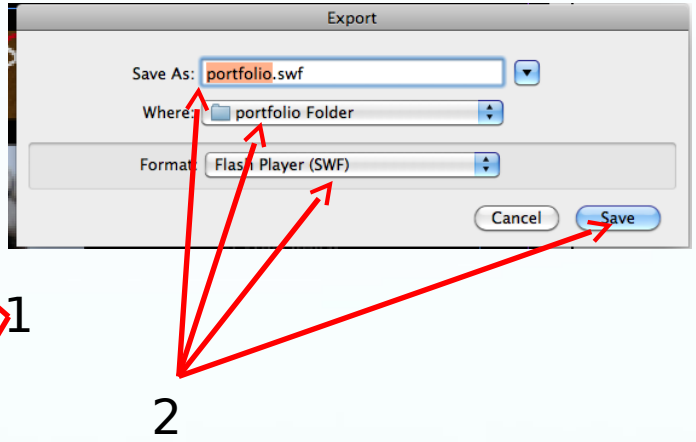


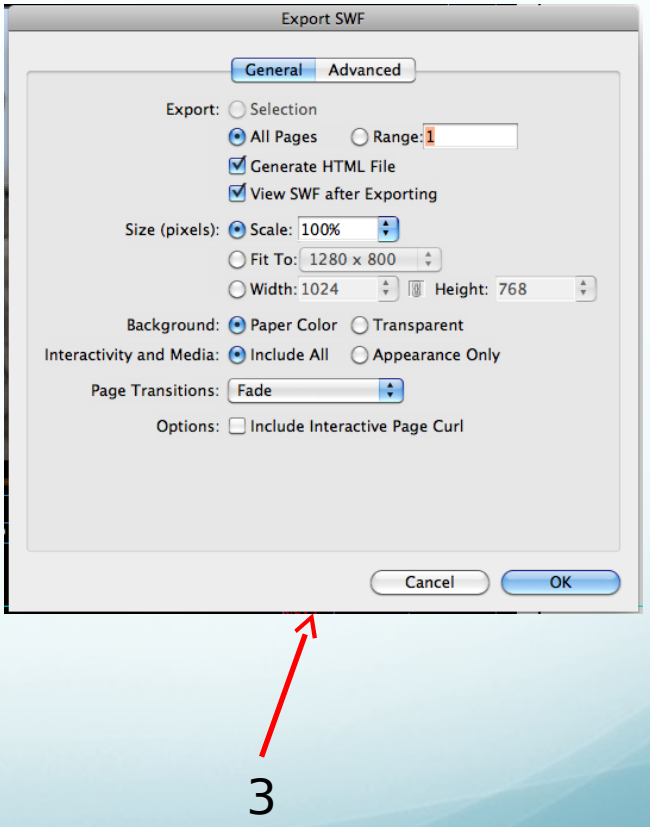
2

Step 18: Export and present.

1. Choose File>Export
2. Format SWF, choose the location and name the file, Last name_first name (ex: Lautenslager_Brian) and click save.
3. Make sure all pages, Generate html, View SWF after exporting, scale 100%, include all and paper color is selected. And choose any page transitions you like. Then press ok.







POC for this presentation is Staff Sgt. Brian Lautenslager and can be reached at (703)784-2963 or e-mail at brian.lautenslager@usmc.mil.

Any suggestions in how to improve this presentation and portfolio please send an Email to the POC and Combat Camera Management.

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brian.thompson@usmc.mil Combat Camera Director